

Medical Transcriptionist 2

\$2426-\$3135 Monthly (Range 36) Plus great benefits!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual for the position of Medical Transcriptionist 2 at Coyote Ridge Corrections Center located in Connell, WA

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is, "To Improve Public Safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Duties will include: Transcribing technical medical reports, correspondence, and grants for one or more clinical departments or specialties. Will proofread and edit transcribed materials to assure conformity to departmental and institutional format standards with high level of readability, accuracy in content, grammar, spelling and punctuation.

Additional duties will include: Use and maintain up-to-date medical terminology reference sources, incorporate new terminology as required,

Will identify possible risk management cases, will copy and distribute reports, answer and screen incoming telephone calls, process incoming and outgoing mail, maintain files and prepare invoices, perform related duties as required.

Position will require highest level of confidentiality of all transcribed materials.

Qualifications

Completion of a two-year college or vocational medical secretary program, or accredited medical transcriptionist program, or equivalent.

OR

High school graduation or GED (General Educational Development) equivalent and two years of typing experience, including one year of occupational-level medical transcription utilizing terminology of multiple body systems or in a multi-specialty department.

Note: Must be a certified medical Transcriptionist and present certificate or transcript of course work completed to verify competencies.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

The pre-employment process may include drug testing.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

CORE COMPETENCIES FOR ALL EMPLOYEES:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (509) 543-5881.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020311* and click on Start Search.
5. Click on the link Medical Transcriptionist 2, Coyote Ridge Corrections Center, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.

9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.